

STAC Minutes

June 19, 2006

Meeting held at DNR Conference Center

In Attendance:

	Adams, Cheri	x	Howard, Bryan		Smith, Pat
	Anderson-Harper, Rosie		Jackson, James		Snyder, Mary
x	Barnett, Sheila		Kempker, Judy		Struempf, Beverly
x	Bassett, Cindy		Krause, Guy	x	Treu, Deanna
x	Benedict-Wiseman, Geri	x	Matthews, Mechelle		Verslues, Lisa
x	Bode-Oliver, Elaine		Mixon-Page, Lorraine	x	Webb, Becky
	Charrier, Jim		Mundell, Jessica	x	Wilson, Barbara
x	Distler, Karen		Oetting, Beth		Wolken, Gail
	Dudenhoeffer, Keith		Robinett, Darlene		Yahnig, Ed
x	Forbis, Allan		Roesti, Jane		
x	Hillstrom, Victoria	x	Sarver, Carla		
	Horn, Denise	x	Schulte, Lisa		
			Scroggins, Cynthia		

Chairperson Karen Distler called the meeting to order and welcomed all members and guests.

Jim Pasley and Debbie Cheshire of the State Emergency Management Agency (SEMA) were guest presenters of the National Incident Management System (NIMS).

Jim Pasley presented an overview and handouts of the NIMS. To quote from the handout called NIMS Alert, "The intent of Homeland Security Presidential Directive/HSPD-5, which ordered the development of the NIMS, is clear: 'The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a [single, comprehensive] national approach to domestic incident management.' As of October 4, 2005 the Missouri State Emergency Management Agency has revised the NIMS minimum recommended training guidelines."

Handouts and an overview were provided to attendees of the STAC meeting with information regarding the minimum recommended levels of training for NIMS compliance for emergency responders (paid or unpaid) within the state of Missouri regardless of discipline. A NIMS Training Compliance Matrix was also distributed.

Jim also stated during the presentation that there are online classes available free of charge for NIMS training. There are certain levels of training required for all state and local emergency managers or response personnel. You may find out more information about this training through the SEMA website Training link, <http://sema.dps.mo.gov/semapage.htm>.

Action: Darlene will post the SEMA link and NIMS providers link (<http://sema.dps.mo.gov/NIMSProviders.doc>) on the STAC web page. It was suggested that multi agencies use these vendors for training.

Approval of Minutes/Agenda Additions

The minutes from the May meeting were approved.

Additions to the agenda: There were no additions to the agenda.

Report from the Office of Administration- Allan Forbis

Allan reported that the Governors Award for Quality and Productivity is tentatively scheduled for September 20th & 21, nominations are due before July 12th. Additional information can be found on the Office of Administration website, <http://www.oa.mo.gov>.

New Business

Karen distributed a rough draft of the suggested changes of STAC by-laws as state in the 1999 Training Policy and gave a brief overview of these changes. Karen asked all STAC members to review the policy and send all feedback to her by July 1st, so she can finalize them, and STAC can vote to approve them before her last day of employment with the Department of Revenue. **The policy now includes a schedule of years in which agencies will serve as STAC Chair.**

Karen informed the committee that a year-end report would be forth coming before she leaves in July. She will send it electronically for council approval. The report will be sent to directors of all agencies and organizations represented on STAC.

Action: STAC members to review the Training Policy/by-laws and send all suggested changes back to Karen by July 1st.

Karen to send year-end report to council for approval.

Committee Reports

Communications:

In the essence of time, logo discussion was deferred to the next meeting.
(Post meeting note: Darlene will send the logo concepts to membership electronically for feedback.)

Curriculum Development:

Barb stated that she would be able to conduct a train the trainer session for STAC members on the *Seven Habits Revised Signature Class*, and could conduct it at the cost of

the training manual. Barb stated that if STAC members are interested in this training, the manuals are \$110 each.

Action: Barb will select a date and survey members for interest in this training.

Policy Committee:

No report.

Training Trends and Initiatives:

No report.

Oversight:

Cindy and Allan reported that the Listserv Welcome Letter is final. STAC is ready to roll when the listserv is functioning properly.

Allan stated that he would like for STAC to maintain its contribution to the OA Annual Report. There is discussion of the total report being condensed this year.

Allan also reported that OA will be offering a “free” training workshop titled “How Full is Your Bucket,” on August 1, 2006, in the Truman Building, Room 490-492. Seating is limited to 5 participants from each state agency. Senior level managers are encouraged to attend. Alan stated he would like to see many senior level managers attend this workshop. This training will offer insight to how Office of Administration training is conducted and what information is offered in training workshops. Allan suggested that STAC present a short 5 minute overview of “What STAC can do for you,” at the beginning of this workshop. Deanna volunteered herself or Bev to give this overview. STAC members are encouraged not only to benefit from attending the training but to also attend in order to bring visual recognition to the council. It was suggested that a one page “white paper” be developed to show “What is STAC.”

Action: Deanna or Bev will give a 5-minute overview of “What STAC can do for you” at the August 1st workshop.

(Post meeting Action: Karen assigned a sub-committee- Jim, Bryan, Rosie, Elaine, and Michelle- to modify a document currently used for new members for the purpose of the August 1 meeting. Karen added some suggestions to the document on “What STAC Can Do For You.” Suggestions to be made to Bev by July 7.)

Reminders

The next STAC meeting is scheduled on July 10 at 1:30 at DNR Conference Center, Route 66 Conference Room at 1738 E. Elm.

IMPORTANT POST-MEETING ANNOUNCEMENT:

Carla Sarver has agreed to chair STAC for FY07. YEAH CARLA!!!

We are in process of seeking a co-chair from those agencies currently active in STAC who have not served in a leadership role.

Post meeting, it was suggested that the position of vice-chair be eliminated. The two-year commitment of a vice-chair (moving from vice chair to chair in successive years) seems to deter agencies' abilities to make this commitment.) Instead, we would continue to have co-chairs serve a one year term together, dividing up duties as outlined in the policy. In the successive year, two new co-chairs would be appointed per the policy schedule.

I will make these suggested changes to the training policy prior to sending it. You may provide feedback on these suggestions along with any other feedback on the policy per the above stated minutes.